



# Policies

## PC Power Management Policy and Agreement

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### Purpose

Banks DIH Limited is dedicated to the reduction of computer power consumption and subsequent environmental impact and costs. To achieve this goal, all computers being operated within the enterprise must adhere to the outlined rules within this policy.

There are many ways to reduce power consumption when it comes to computer hardware, from IT purchasing to employee use. The purpose of this power management policy is to define the roles of all employee groups as well as their responsibilities when it comes to power reduction. Additionally, this policy will outline the appropriate protocol for requesting exceptions.

The PC Power Management Policy is subordinate to any of Banks DIH Limited's acceptable use policies, as well as any governing laws or regulations.

### Scope

This PC Power Management Policy refers specifically to the computer hardware permanently housed within the company and any laptops being used within the office. The power management plan will (at minimum) focus on the following:

- Screen saver use.
- Evening and weekend power settings.
- Workday power settings.
- Remote user settings and allowances.
- Operating system discrepancies.
- Monitor regulations and settings.

All employees of Banks DIH Limited are subject to this policy and required to abide by it (unless a written exception has been approved and states otherwise).

### Responsibilities

The Information Technology department is responsible for implementing and maintaining Banks DIH Limited's IT hardware, as well as for enforcing and updating this policy. IT administrative access to adjust computer settings will be limited to assigned members within this department. Employees holding administrative privileges will be responsible for setting default power settings for all employees based on the below defined employee groups. Administrative password construction will be consistent with the strong password creation practices outlined in Banks DIH Limited's Password Policy.

Any questions or concerns regarding the outlined power management settings should be directed to the IT Manager or Network Administrator at 592-225-0917 or 592-226-9584.



# Policies

## Policy

The approach adopted to define PC power consumption rules is focused on the immediate discontinuation of unnecessary energy use. The policy permits the following:

- Necessary monitor brightness.
- Sufficient power to complete any work-related operations during office hours.
- Exceptions for remote workers after hours and on weekends.
- Appropriate allowances based on employee status and grouping.

## PC Power Management Implementation Plan – Employee Rules

### 1. Automatic Power Settings

The Banks DIH Limited IT department oversees presetting each PC to use the lowest possible amount of energy without hindering productivity. These presets are determined and aligned to appropriate employee groupings, as defined below. Employees are not authorized to alter these settings; changes require an administrative password. Power settings can only be altered by an IT/systems administrator and require signed-off approval on a PC Power Management Change Request form.

### 2. Turning the Machine Off

Banks DIH Limited requires all employees to power-off their PC before leaving for an extended leave (i.e., at the end of each day). Power saving settings will be automatically set for evenings and weekends by the IT department, but it is the employee's responsibility to manage his or her PC prior to being out of the office for greater than 2 days.

### 3. Operating System Standardization

Banks DIH Limited approves the usage of Microsoft Windows 10 and above, Microsoft Windows Server Standard(2019)v, Red Hat Linux 6.0 and upward based on its power-saving capabilities. This OS is installed by the IT department and is not to be replaced or altered. Any mobile machines being used within the company must also use only the company approved OS. Exceptions may be possible upon the submission of a PC Power Management Change Request form and subsequent expressed written consent by an approved systems administrator.

### 4. Monitor Settings

Banks DIH Limited permits the manual adjustment of all monitor settings for personal preference. A formal change request is *not* required.

## Power Management Enforced Settings Guide

Employee Type	Typical Working Hours	Enforced Settings	Exceptions
Full-Time	8:00am-6:00pm	Hibernate: Evenings and weekends PC Sleep/Standby: 15 idle minutes	IT Department: Admin access to



# Policies

		Monitor Sleep: 15 idle minutes Monitor Off: Out of office Computer Off: Extended leave (greater than 2 days)	override all settings.
Part-Time	8:00am-6:00pm	Hibernate: Evenings and weekends Sleep/Standby: 15 idle minutes Monitor Sleep: 15 idle minutes Monitor Off: Out of office Computer Off: Extended leave (greater than 2 days)	IT Department: Admin access to override all settings.
Remote	Anytime	Hibernate: Never Sleep/Standby: 15 idle minutes Monitor Sleep: 15 idle minutes Monitor Off: Out of office Computer Off: Extended leave (greater than 2 days)	

## Change Request Procedures

- Banks DIH Limited employees with justification may request exceptions for individual pre-set PC power settings (i.e., change idle times). A PC Power Management Change Request form must be submitted to the IT department for approval. Change authorization may be made on a temporary or permanent basis.
- Banks DIH Limited employees may request changes to their individual group status, as defined above, to suit changing needs. This alteration may be temporary or permanent and may only be obtained with a formal request to the IT department on a PC Power Management Change Request form.
- Turnaround time for any change requests is approximately 1 day(s) from the receipt of the request form.

## Enforcement

The Information **and Communication** Technology **Department** will oversee enforcing and ensuring adherence to this policy. Any employee who is found to have violated this policy may be subject to disciplinary action.

## Agreement

I have read and understand the PC Power Management Policy. I understand that if I violate the rules explained herein, I may be subject disciplinary action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Policies

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